

Mn/DOT Contract No.: 98424

OET No.: 2721

Admin No.: 24957

**IT Professional Technical Services
Master Contract Program
902TS
Statement of Work (SOW)
For Technology Services
Issued by**

Minnesota Department of Transportation (Mn/DOT)

Project Title: SharePoint 2010 Implementation

Service Categories: **FIRMS MUST BE QUALIFIED IN THREE OR MORE OF THE FOLLOWING SERVICE CATEGORIES IN ORDER TO BE CONSIDERED:**

- Analyst - Business
- Architecture Planning & Assessment - Technical
- Architecture Planning & Assessment - Information/ Data
- Facilitation
- Project Management
- Web Applications Specialist - .NET/ASP
- Web Content Management - Metadata/ Data Classification
- Web Design & Development - HTML/ XML/ DHTML CSS Javascript

1. Business Need

Mn/DOT is a diverse organization comprised of over 5000 employees in 6 Divisions, and 8 Districts with employees located at numerous locations throughout the State of Minnesota. Its role is to develop and implement policies, plans and programs for highways, railroads, commercial waterways, aeronautics, public transit and motor carriers. It also maintains close working relationships with the many public and private individuals, groups and associations involved in transportation.

Mn/DOT lacks an effective collaborative environment for fostering innovation and sharing knowledge. In addition, innovative ideas by others outside the department may not become available to employees within the department who may be able to capitalize on them. Accessing subject matter experts within the organization can be difficult, inhibiting collaboration of innovators with current experts. Business units realize that a collaboration and knowledge-sharing solution is needed.

This project will fulfill this need. Other needs that this solution will address include:

- Improve team productivity with easy-to-use collaborative tools.
 - Ability for employees to connect with coworkers in new and creative ways, to easily find and work with people who have the needed skills, expertise and shared interests. It is currently difficult to find who does what within the department and find the needed skills, knowledge or expertise.
 - Be able to collaborate more effectively with external transportation partners, local, state and federal units of government, universities and research partners for easier document sharing, collaboration and idea exchange.
- Easily manage documents and ensure content integrity

By utilizing the search functionality in SharePoint to search not only within SharePoint but through online domains, databases, and network shared drives, users will be able to find resources and documents quickly throughout the department and provide self-service access to information to help people make more informed business decisions.

- Be able to have a shared document library with standard taxonomy and version control so that team members are able to reduce re-work and time spent reconciling document changes. Also, by having a central repository of documents and discussion threads, all members of the team or new members to a team have access to the same information and versions of documents. Document storage and retrieval features will include check-in/check-out functionality, version history, custom metadata and customizable views.
- Employees can access the business information they need to get their jobs done regardless of location. Solution must accommodate needs of teleworkers, team members that may be located in different offices and districts throughout the state, and mobile applications. Saving time and resolving issues faster as well as supporting teleworking can save on costs and promote quick response times.

1.1 History of SharePoint at Mn/DOT

In 2010, technology solutions for creating Mn/DOT's Transportation Innovation Knowledge Network (TIKN) were explored as part of the Tech Connections Flagship Initiative. During the course of this research, Minnesota's Office of Enterprise Technology (OET) signed a state-wide contract with Microsoft to provide enterprise software including desktop operating systems, productivity software (Office Suite – e.g. Word, Excel, etc.), e-mail (Outlook), and collaboration tools. The OET/Microsoft contract is the foundation for a uniform offering and support structure for all state executive branch agencies and is a utility service for any state agency wanting to use collaborative technology tools. While OET has completed roll-out of the Microsoft Exchange e-mail environment, a complete collaboration environment featuring Microsoft SharePoint 2010 and Lync (previously known as Office Communicator and Live Meeting) Suite is being finalized as an offering to all OET customers including state, county and local government agencies. OET recently signed an agreement to use Microsoft's BPOS-D (Business Productivity Online Service – Dedicated) to offer all of these services in a hosted service model which will be available in spring 2011 for all interested agencies.

Working under the OET utility model, SharePoint 2010 was approved by Mn/DOT senior leadership as a solution to meet the needs of the Transportation Innovation Knowledge Network website and also support a number of other department initiatives through the implementation of the Collaboration Sites, MySites, and Lync rollout projects.

Mn/DOT currently has a proof of concept pilot project underway to evaluate Microsoft SharePoint 2010 for the management of the agency's business documents, records, e-signature, and workflows. The pilot will demonstrate whether SharePoint 2010 meets the following requirements: document/records management, workflow, and forms; ease of operation and intuitiveness; web-based vs. client software; out-of-the-box functionality; and integration with Mn/DOT business and desktop applications.

1.2 Goal of Project

The primary goal of this project is to determine governance, strategy, an implementation roadmap, and communications and support plans. Communications and support plans will be developed and implemented within the scope of this project. Four or more projects will be implemented based on the governance plan and strategy roadmap.

This effort will establish the foundation for full department-wide implementation of SharePoint 2010 as a collaboration, knowledge sharing and communication tool by 2014.

- 1.2.1 The focus of this project is to implement SharePoint 2010 Business Productivity Online Service – Dedicated (BPOS-D) suite of services with an iterative project management methodology.
- 1.2.2 The project stakeholders are Stewardship Council, Division Directors, Office of Information and Technology Services, Policy Analysis, Research and Innovation Office, Human Resources Office, Communications Office, all Mn/DOT employees, Office of Enterprise Technology, Cities, Counties, Research Services, Center for Transportation Studies, Research Partners, other State Agencies, the Legislature, the Federal Government, and the general public.
- 1.2.3 The following constraint has been identified for this project: Project is dependent on OET and BPOS-D service and time frames. (most likely available Spring 2011)
- 1.2.4 Communication with employees needs to be planned and executed.
- 1.2.5 The following rollout projects identified for implementation are:
 - The Transportation Innovation Knowledge Network (TIKN) will be an external facing SharePoint web site which will connect Mn/DOT with the transportation research community to help drive innovation.
 - Collaboration project team sites to initially include the SharePoint 2007 Pilot sites, Policy Analysis, Research and Innovation Office sites, ADA, Sustainability, Tech Connections and Workplace of Choice Flagship Initiatives, SharePoint project, and Technical Support/Project Management sites. These initial sites will be a “test” community as governance is being developed.
 - MySites to include on-line organization charts, on-line maps, news feeds, searchable employee skills and knowledge listings to enhance knowledge sharing and ability to find department key experts and resources.
 - Lync evaluation to determine whether the desktop conferencing features could serve as a replacement for Adobe Connect which is currently used for desktop conferencing.
- 1.2.6 This Project will have 2 Phases.

Phase 1: Governance Plan, Implementation Roadmap, Communications and Support Plan

Governance Plan

As part of the SharePoint 2010 Implementation project, a SharePoint Governance Plan outlining the administration, maintenance, and support of the Mn/DOT SharePoint environment will be developed. It will identify lines of ownership for communication teams and technical teams and define who is responsible for each part of the system. Furthermore it will establish rules for appropriate usage of the SharePoint environment within the department. An effective governance plan will ensure that the system is managed and used in accordance with its designed intent to prevent it from becoming an unmanageable system. The management of an enterprise-wide system involves both a strategic, business-minded project team to craft rules and procedures for the use of the system (e.g. taxonomy) and also a tactical, technically-competent team to manage the routine operational tasks that keep the environment running efficiently. This should be an iterative process starting with a high level governance plan and will develop into a detailed plan over time with the ability to adapt and change as governance principles are adjusted to meet the needs of the business.

The primary goals of the governance document are to:

- 1. Define roles, responsibilities, and processes to govern, implement and support the SharePoint environment.

2. Document governing policies and procedures to help guide, direct, and control how an organization's business divisions and IT teams cooperate to achieve business goals within the SharePoint environment.
3. Define and enforce best practices in the delivery of SharePoint sites and site collections, content management and/or information architecture.

SharePoint Implementation Roadmap

A detailed SharePoint implementation roadmap for the agency must be developed. This project will begin with development of four or more rollout projects: Development of the Transportation Innovation Knowledge Network, collaboration sites, and MySites which can begin concurrently in coordination with any applicable governance from the SharePoint Implementation project. Lync will also be evaluated and potentially rolled out based on evaluation. Additionally business stakeholders will be engaged to determine the potential use and need for SharePoint services which may result in other development.

The currently proposed implementation will consist of an iterative, phased development plan where rollout projects will be completed as separate parts of the overarching SharePoint Implementation Project. This approach will ensure that proper governance, marketing, employee training and support occurs as each new rollout project is completed and deployed.

Communications and Support Plans

As SharePoint 2010 features are implemented in the department, communications and support will need to play a prominent role in ensuring adoption of the technology. Communications and support plans will be implemented as part of SharePoint implementation.

Phase 2: Implementation of Rollout Projects

Transportation Innovation Knowledge Network (TIKN)

The purpose of the TIKN website is to connect knowledge resources of Mn/DOT, the transportation community, and the general public in order to suggest, research and discuss opportunities for innovation. The network will build a virtual community to link transportation experts, researchers, and innovators using on-going and historical research, new innovative ideas and practices. The site will feature discussion boards for generating discussion, proposing ideas, and asking questions along with other tools for document management (taxonomy, access, storage), accessing research reports, and integrated searching with other transportation research organizations such as the Center for Transportation Studies. The TIKN will feature reports from the Mn/DOT Research Services Section. This project can be started during Phase 1.

Collaboration Sites

Collaboration project team sites will initially include the current SharePoint 2007 sites. These team sites will help in piloting the governance, training for and management of team sites. Additional sites should be scoped via facilitated sessions with stakeholders. Identified efforts should be added to the implementation roadmap.

MySites

MySites is a SharePoint feature that will be available to employees and will include on-line organization charts, on-line maps, news feeds, searchable employee skills and knowledge listings to enhance knowledge sharing and ability to find department key experts and resources. Newsgator or a comparable 3rd party application should also be implemented to enhance the functionality of MySites by allowing for enterprise social functionality which includes internal micro blogging, activity streams, communities, social insights, news streams, and idea streams.

Microsoft Lync

Microsoft Lync2010, previously Microsoft Office Communicator and Live Meeting, is a single interface that unites voice communications, instant messaging, audio, video, and Web conferencing. Lync will be evaluated and implemented based on evaluation results during the course of the SharePoint Implementation project.

1.3 CONTEXT

- 1.3.1 This project fits into the enterprise/agency strategic direction or plan by providing better access to Mn/DOT data which will enhance trust with transparency and accountability. It will also promote collaboration as data will be more easily shared and communicated. The improvement of timely access to higher quality data will support all of Mn/DOT's strategic initiatives.
- 1.3.2 Responder Required Work Location. At least a significant portion of the work will be at Mn/DOT, and almost all of that will be at Mn/DOT Central Office, St. Paul. Some off-site work can be negotiated but the final results must be fully tested on Mn/DOT's Infrastructure.

The following staff will work full time on-site at Mn/DOT:

- Full-Time Project Manager
- Full-Time SharePoint 2010 Developer

See required skills section for more details. Staff assigned to this project cannot be changed without the written approval of the State's Project Manager. At such time, the Contractor must submit a change request in writing to the State's Project Manager along with a resume for the potential candidate. New or additional personnel may be required to participate in an interview. Upon approval of new or additional staff, the State's Authorized Representative may issue a change order to add or delete key staff. Additionally, it is at the discretion of the State's Project Manager to request changes or release key staff at any time during the project.

2. Project Duties and Deliverables

The Selected Responder will perform the duties specified in this section and provide the project deliverables detailed in this section. All deliverables include Mn/DOT review and acceptance.

The Selected Responder will:

- 2.1 Provide one full-time Project Manager (Phases 1 and 2).
- 2.2 Provide one full-time SharePoint Developer (Phase 2).
- 2.3 Provide additional staff and roles as needed.
- 2.4 Follow all technical specifications and processes identified in this SOW.
- 2.5 Due to the expeditious requirements, assign sufficient staff to satisfy SOW. One person may fill more than one role.
- 2.6 Maintain sufficient resources (staff) to stay on schedule, support change management incidents. Change management staff should be available for potential meetings with Mn/DOT staff.
- 2.7 Provide informal and formal training and knowledge transfer to key Mn/DOT staff as specified in this SOW. Selected vendor staff is to mentor Mn/DOT staff on a regular basis plus provide specific training as outlined.
- 2.8 Adhere to Mn/DOT's testing and acceptance criteria.
- 2.9 Submit a best practice work plan/schedule, and estimated durations to complete each deliverable with response. (See section 2 and 3 for the list of deliverables). In-depth discussion of work plans may occur at contract negotiations.

- 2.10 Report all work plans and completed requirements to the project manager.
- 2.11 Perform unit and integration testing.
- 2.12 Thoroughly test and track all defects using JIRA.
- 2.13 Provide a one year warranty against defects, and correct any defects found within the warranty period.
- 2.14 Adhere to Mn/DOT's Project Documentation requirements.
- 2.15 Adhere to Mn/DOT's Project Management Practices.

Basic business requirements

Availability in the cloud environment BPOS-D service offered by OET and Microsoft will need to be verified and operational as part of this project.

SharePoint 2010

	Intranet	Internet/Extranet
Users		
1. Internal Mn/DOT access	X	X
2. Vendor access (EPM Accounts?)	X	X
3. AD Synchronization with Profile data	X	X
4. Public access (anonymous read access, ability to comment)		X
5. Public access (registered with profile)		X
Search		
1. Define custom content sources at shared site collection level (Search external websites)	X	X
2. Broad Enterprise search capabilities to Business Data Catalog (BDC) and other data stores (FAST)	X	
3. Define search scopes at shared site collection level	X	
4. Ability to filter search results based on user permissions	X	X
5. Ability to set crawl schedules and manually trigger them	X	X
Exchange		
1. Create e-mail addresses for libraries and lists to e-mail content directly into a library or list	X	
2. SharePoint group calendar (pull in calendars from all users in group and display on single SharePoint calendar)	X	
Resource connections to external data		
1. Use Oracle database as a data source	X	X
2. Project Wise Connector	X	X
3. Integration with Oracle BI	X	
4. Access our reports system (Crystal reports)	X	
5. Access internal Research Services ARTS (Automated Research Tracking System)	X	X
6. Ability to filter results based on accounts (user roles & permissions)	X	X
Document and Workflow Management		
1. SharePoint as a document management system	X	X
2. Connectors to OpenText/File Net	X	X
3. Manage content types for our site collections at a shared site collection level	X	X
4. Manage metadata (terms, keywords, term store) for our site collections at a shared site collection level	X	X
5. Remote Blob Storage (RBS) to store some files locally at Mn/DOT with a pointer to them from SharePoint	X	X
6. Manage document features: revisions, check in/out, permissions, workflows	X	X
7. Manage records management	X	X
8. Record declaration	X	X
9. Auditing of documents to track changes over time	X	X

	Intranet	Internet/Extranet
10. Custom web form templates – evaluation and pilot	X	X
11. E- signature for forms and workflows	X	X
Manage Sites		
1. Manage site provisioning, user permissions, allocated space, site applications, and template (look and feel)	X	X
2. Audit users accessing sites, lists, libraries, items for reports and retention	X	X
3. Audit permissions on sites, lists, libraries, items for reports and retention	X	X
4. MySites (social profile site collection, similar to Facebook)	X	X
Site Features		
1. Wikis	X	X
2. Blogs	X	X
3. Discussion Boards	X	X
4. RSS Feeds	X	X
5. Comments	X	X
6. Tagging (Folksonomy, Taxonomy)	X	X
7. Blogs	X	X
8. Ratings (5 Star)	X	X
9. Survey	X	X
Security		
1. Demonstrate SSL with the browser to the server	X	X
Development		
2. Custom .NET development using Visual Studio (Simple changes initially and possibly broader development later)	X	X
3. Custom workflows via SharePoint Designer, Visio 2010, Visual Studio	X	X
4. SharePoint Designer access (also ability to restrict user access)	X	X
5. Dashboard Designer access (also ability to restrict user access) for Business Intelligence	X	X
6. Sandbox solution	X	X
Vendor Plug-in (possible requirement)		
1. NewsGator – Adds threaded discussions on almost every item, better functionality than out of the box.	X	X
2. DeliverPoint – Ability to audit permissions at a granular level.	X	X
Additional Software that may need to integrate in SharePoint 2010 These tools tie into SharePoint:		
<ul style="list-style-type: none"> Which are included with Office 365? Which are additional costs by Mn/DOT? 		
1. SharePoint Workspace (for travelling users)	X	
2. InfoPath 2010(Desktop client for creation of web forms, limited users need this installed)	X	X
3. Lync (formerly known as Microsoft Office Communicator and Live Meeting – Instant Messenger)	X	
4. Outlook 2010	X	
5. Office 2010	X	
6. Visio 2010 (Desktop client for creating workflows, limited users need this installed)	X	

3. Project Milestones and Schedule

3.1 Project start date: Upon Execution of Contract (anticipate early April 2011)

3.2 Key deliverable dates:

Task No.	Task Description	Deliverables	Estimated Timeline
Phase 1			
Governance and Implementation Roadmap			
1	<p>Develop 3-year project plan for scope of this project to include:</p> <ul style="list-style-type: none"> • Management summary • Project Charter • Deliverables • Project requirements to include statement of work, work breakdown structure, schedule, costs/budget • Project baselines • Resources: project teams, roles and responsibilities, internal organization, etc... • Potential risks/issues and risk management plan • Reporting and communication management plan • Change management plan 	3-year Project Plan	Within 30 days or negotiated during contracting.
2	<p>Establish governance and usage policies in collaboration with key stakeholders to include:</p> <ul style="list-style-type: none"> • Establishment and management of Governance Board/Steering Committee (diversified team to include OI&TS, Human Resources, Communications, Policy Analysis, Research & Analysis and others as necessary) • Coordination with Data Governance Committee, staff members of EDMS, Records Management, Data practices and other related Mn/DOT project teams as well as with OET • Management of "Power Users" community of practice and site owners group <p>The governance plan will include:</p> <ul style="list-style-type: none"> • Vision • Definitions • General guidelines • Roles and responsibilities • Content management policies, principles, standards, guidelines and best practices • Design policies, principles, standards, guidelines and best practices • Customization policies principles, standards, guidelines and best practices 	Governance Plan	Initial document within 3 months with ongoing management and iterations as required throughout life of project
3	<p>Develop detailed Implementation Roadmap for the next 3-5 years (include 4 approved rollout projects within plan); This roadmap will outline timeframes and rollout projects for the department. Roadmap to include:</p> <ul style="list-style-type: none"> • Facilitate and document stakeholder sessions to identify business needs and opportunities and priorities for SharePoint implementation for the next 3 years • Develop an overall methodology (iterative) to deliver SharePoint efforts to the business • Clearly identify and articulate roles and process needs for implementation of the roadmap • Business cases • Assumptions and constraints 	Implementation Roadmap	By June 30 th 2011

	<ul style="list-style-type: none"> • Predecessors and dependencies • Outcomes and performance measures • Risk analysis • Costs of implementation with ongoing maintenance requirements including ongoing staffing, suggested support mechanisms, technology requirements and costs, etc... 		
4	Review of the State's current technology, infrastructure and service offerings by OET through BPOS-D. Determine SharePoint integration as it relates to defined rollout projects and 3 rd party applications (eg. Newsgator, Deliverpoint, other recommended applications...) and integration including web parts and other Mn/DOT priority applications.	Documentation on how SharePoint 2010 integrates with: ArcGIS, ProjectWise, Oracle BI, Oracle Identity Management, Remedy, and identification of whether integration is out of the box or requires customization. If customization or an additional product or module is required, include identification of what is needed and an approximate cost.	By June 30 th 2011
Communications and Support Plans			
5	Develop Communications and Support Plans for SharePoint and initial rollout projects for department, users and "power" users to include: <ul style="list-style-type: none"> • Situation analysis • Goals with measurable outcomes • Target audiences with key messages • Schedule and time frames • Development of communications materials and collateral (on-line, documentation, marketing materials, flyers, handouts) 	Communications Plan and Support Plan Materials and Collateral	Within 2 months and upon implementation of rollout projects over the life of the project
6	Support and mentor Mn/DOT staff throughout implementation.	Troubleshooting and knowledge transfer provided as needed, adjustments to SharePoint environment made as needed.	Continuous during contract period
Phase 2			
7	Compile detailed requirements with stakeholder and business area involvement for all Phase 2 rollout projects	Requirements documentation	By June 30 th 2011
8	Mentor Mn/DOT staff in the development of SharePoint sites and site collections, search, metadata management, records management, web content management	Mn/DOT staff understand and can perform administrative and development functions independently	Continuous during contract period
9	Establish and follow data management and retention policies and processes in coordination with current EDMS, Records Management and Data Practices efforts	Policy and Process documented and process implemented in the SharePoint environment	Continuous during contract period
10	Perform all required testing for rollouts		Prior to launch
Rollout project: Transportation Innovation Knowledge Network – Coordinate with EDMS Pilot project			
11	Design, configure and launch external facing website for TIKN which meets needs outlined in External Web Requirements document (See Attachment)		Within 6 months of completion of any related governance
12	Develop Communications and Marketing Plan for TIKN	Communications and Marketing Plan	Within 6 months of beginning rollout project
13	Develop and deliver training for farm administrator, site collection administrator, site owners, and content contributors		Within 6 months of beginning rollout project
Rollout project: MySites			
14	Develop requirements for and deliver MySites in selected divisions/offices as outlined in	MySites launched to pilot areas	Within 4 months of beginning rollout

	Implementation Roadmap		project
15	Develop, configure and launch MySites to entire agency	MySites launched to entire agency	Target date: January 2012
16	Evaluate Newsgator or comparable 3 rd party application for enhancing social functionality of MySites. Develop and implement based on results and in coordination with OET.	Social functionality implemented	Within 2 months of beginning rollout project
17	Review and update any applicable Mn/DOT policies impacted by the SharePoint implementation such as Collaboration Policy. Work with Data Records, Data Practices, Communications and Human Resources to determine use guidelines and data fields (job, experience, location, etc...).	Policies updated as needed Usage guidelines established	Within 3 months of beginning rollout project
18	Integration with current systems such as Active Directory, ARTS to populate data fields, organization chart, organization and resource maps.		Within 3 months of beginning rollout project
Rollout project: Collaboration Sites			
19	Migrate SharePoint 2007 sites to SharePoint 2010 BPOS-D (PARI Office: Sustainability, Tech Connections, ADA, and Workplace of Choice Flagship Initiatives; other designated collaboration sites)		Within 1 month of BPOS-D enterprise availability
20	Create templates or standards for collaboration site in coordination with governance development <ul style="list-style-type: none"> This can be done in the dev environment prior to availability of BPOS-D and tested with the established collaboration sites 	Templates, Usage guidelines	Within 1 month of BPOS-D enterprise availability
21	Establish plan and process for establishing new collaboration sites	Usage guidelines	By June 30 th 2011
22	Review and update policies as needed	Updated policies	Within 3 months of BPOS-D availability
23	Communications targeted to users, power users, site administrators for collaboration sites in coordination with Communications Plans. <ul style="list-style-type: none"> Coordination with training staff so that they have all needed information for training delivery 	Communications plan, materials and collateral	Within 1 month for established teams, over course of 2 years as additional sites are established throughout the department
Microsoft Lync Evaluation			
24	Evaluation and testing of Lync and feature comparison with Adobe Connect <ul style="list-style-type: none"> Define business needs Risk Analysis Comparison of Lync and Adobe Connect features Pilot study with users 	Evaluation Report and Recommendations	Within 1 month of enterprise availability on BPOS-D
25	Based upon evaluation results and decision on whether to implement: <ul style="list-style-type: none"> Develop, configure, test and launch Lync Review and update policies or guidelines as needed Develop and deliver communications materials Coordinate with training staff so that they have all needed information for training delivery 		Determined based evaluation results
Additional rollout projects			
26	Based on Implementation Roadmap and approval from Governance and Steering Committee, develop and implement additional rollout projects	Project plans for rollout projects	Within 3 year time frame

	as agreed upon; iterative process to rollout SharePoint features; future projects may include content management for and redesign of intranet, extranet and internet, rapid application development, process workflows, etc.		
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3.3 Project end date: June 30, 2014

4. Project Environment (Mn/DOT Resources)

4.1 Mn/DOT will provide technical and business resources to assist with the project as follows:

- 4.1.1 Approximately **10** IT staff and varying numbers of business staff, depending on the roadmap, to assist with the project, on an as-needed basis. There will be a core project team that includes a: Project Champion, Project Steward, Project Manager, Information Architect (Business Analyst), business SMEs, and key business stakeholders. The team will also include other State IT resources for support of the project technical infrastructure (network, system, security, etc.) and system development support. There will also be interaction with the Business Intelligence project team and training staff.
- 4.1.2 Mn/DOT's Project Manager will be John Rindal. For all inquiries regarding this SOW, contact the contract administrator Melissa McGinnis at 651-366-4644. Contact with any other Mn/DOT personnel regarding this SOW may result in disqualification.
- 4.1.3 All access and licensing used by the Selected Responder is temporary and for the explicit use of delivering this project.
- 4.1.4 Temporary workspace for the Selected Responder on-site team including: computers, phones, desk, and other basic office items.
- 4.1.5 Mn/DOT Staff Proficiency Levels and Experience relevant to the project: Mn/DOT staff understand the concepts and goals for SharePoint Implementation but most do not have experience with SharePoint tools. They do have a high level of experience relevant to Mn/DOT data strategies, processes, standards, and tools. Vendor will be expected to provide mentoring and knowledge transfer.
- 4.1.6 Selected Responder will be required to work with the State of Minnesota Office of Enterprise Technology (OET) as SharePoint services will be provided via the BPOS-D agreement with OET and Microsoft.

4.2 The technical infrastructure and support structures currently in place or expected to be in place for this project include: (The following are in place, but could be supplemented by additional infrastructure as deemed necessary)

Hardware:	Local development will be performed using 64 bit virtualized workstations.
Application architecture:	Microsoft .NET 3.5
Application development language:	C# (MS Visual Studio 2010)
Primary architecture for services tier:	SharePoint 2010 Enterprise, Microsoft Windows 2008 64 Server & .NET 3.5
Detail modeling / design tool:	MS Visio UML, Poseidon, Rational Tools
Code version control system / repository:	Mn/DOT's CVS
CVS interface tool:	Tortoise, ViewCVS, and CVS
Integrated Dev Environment (IDE):	MS Visual Studio 2010, SharePoint Designer
Defect / Issue tracking tool:	JIRA

5. Project Requirements/Responsibilities Expected of the Selected Vendor.

The Selected Responder will adhere to the following:

- 5.1 Compliance with the Statewide Enterprise Architecture
- 5.2 Compliance with Statewide Project Management Methodology
- 5.3 Compliance with applicable industry/agency standards
- 5.4 Mn/DOT locations where the system might be implemented include: Collaboration Sites will be implemented on a team by team basis dependent on governance plan; MySites will be enterprise wide (5,200 employees throughout the state); TIKN will be an external website, Lync will be enterprise wide.
- 5.5 Training of Mn/DOT staff includes: site development, site administration; training function knowledge sharing with internal training staff. End user training will be managed separately from this contract.

6. Required Skills (These are to be rated on a pass/fail basis)

Required minimum qualifications are shown in the following table. The proposal must specifically indicate how members of the Responder's team meet these minimum qualifications. This portion of the proposal review will be conducted on a pass/fail basis. If Mn/DOT determines, in its sole discretion, that the Responder fails to meet one or more of these requirements (or that the Responder has not submitted sufficient information to make the pass/fail determination), then the proposal will be eliminated from further review.

It is expected that the Selected Responder will include a team that will fill the following roles (one person may fill more than one role):

- **Information Architect - Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Master for SharePoint Server (MCM)**
- **Business Analyst**
- **SharePoint 2010 Developer (to include external facing website development)**
- **Project Manager**
- **Communications/Marketing specialist**

	Required Skill Type	Minimum Number of Years Experience
6.1	Expertise and applied experience in SharePoint 2007/2010. This includes business and technical implementation, maintenance, support, and use.	SharePoint 2007: 2 years SharePoint 2010: 10 months
6.2	Applied experience in using SharePoint 2007/2010 for enterprise document management.	SharePoint 2007: 1 year SharePoint 2010: 10 months
6.3	Applied experience in using SharePoint 2007/2010 for enterprise records management.	SharePoint 2007: 1 year SharePoint 2010: 10 months
6.4	Applied experience in using SharePoint 2007/2010 for complex workflows.	SharePoint 2007: 1 year SharePoint 2010: 10 months
6.5	Applied experience in using SharePoint 2007/2010 Designer tool for workflows and site development	SharePoint 2007: 1 year SharePoint 2010: 10 months
6.6	Applied experience writing test cases and traceability matrices for SharePoint 2007 – 2010	2 years
6.7	Applied experience in using electronic signature tools for signature, e-forms, and routing & approval workflow	1 year
6.8	Information Architect - Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Master for SharePoint Server (MCM)	Current Certification

6.9	SharePoint Developer – Microsoft Certified Professional Developer (MCPD)	Current Certification
6.10	Utilizing SharePoint 2010: Design, configure and implement either an extranet solution of 1000+ users and an Internet site of 500+ unique users per month.	2 occurrences
6.11	Project Management	5 or more years
6.12	Change management	5 or more years
6.13	Technical writing skills	5 or more years
6.14	Facilitation skills and techniques for decision-making processes	5 or more years
6.15	Enterprise analysis to include strategic planning with department-wide relationships, goal setting, enterprise analysis, creating and maintaining business architecture and conducting feasibility studies and preparing business case, relationship management	5 or more years
6.16	Research and recommend software development, purchase and use as well as troubleshooting and resolving hardware, software, and connectivity problems	5 or more years
6.17	Develop full-scale project plans and associated communications documents to include estimating resource requirements and monitoring budget, identifying and managing project dependencies and critical path, planning and scheduling project timelines and milestones, and managing changes	5 or more years
6.18	Development and delivery of communications and marketing plans and materials identifying and targeting key messages to a variety of stakeholders	5 or more years
6.19	Employ effective communication skills and facilitation techniques with project teams and stakeholders	5 or more years
6.20	Designing and Implementing External-facing SharePoint Web sites	2 or more years

7. Desired Skills

Mn/DOT desires a project team with the skills shown in the table below. The extent to which the Responder meets or exceeds the desired skills will be included as part of the qualitative evaluation of the proposal.

	Desired Skill Type	Desired Amount
7.1	Applied experience with implementing SharePoint in public agencies (federal, state, or local)	3 or more projects. Provide references to these projects in response.

8. Process Schedule

8.1	Deadline for Questions	03/31/2011 2:00 PM Central Daylight Time
8.2	Posted Response to Questions (anticipated)	04/04/2011 2:00 PM Central Daylight Time
8.3	Proposals due	04/08/2011 2:00 PM Central Daylight Time

- 8.4 Anticipated proposal evaluation begins 04/10/2011
 8.5 Anticipated proposal evaluation & decision 04/20/2011

9. Questions

All questions regarding this SOW must be addressed to the Mn/DOT Contract Administrator listed below. Proposers may not discuss the content of this SOW with other Mn/DOT staff. Any questions regarding this SOW must be received via e-mail by 03/31/2011, 2:00PM Central Daylight Time.

Melissa McGinnis
 melissa.mcginis@state.mn.us

It is anticipated that questions and answers will be posted on the Office of Enterprise Technology's web site by 04/04/2011, 2:00pm Central Daylight Time (www.oet.state.mn.us). Note that questions may be posted verbatim as submitted.

10. Liability for Work Performed

In the performance of this contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

The "Standard Liability Clause" (see above) will apply to this project and will be incorporated into the work order issued for this project. No exceptions to, or deviations from, this clause will be permitted. Do not submit a proposal if you cannot accept this liability clause. Proposals which the State determines, in its sole discretion, indicate non-acceptance of this liability clause, will be rejected by the State.

11. SOW Evaluation Process

Mn/DOT representatives will evaluate proposals received by the deadline. Proposals will be evaluated on a "Best Value" basis of 70% qualifications and 30% cost considerations. The review committee will not open the cost proposals until after the qualifications points have been awarded.

The selection process being used for this project involves a three step process. Step one will include the pass/fail assessment and a qualitative evaluation of Contractors' technical proposal. Step Two will be an interview of two or more Responders who received the top scores in step one. Step Two may be eliminated at Mn/DOT's discretion based on the results of the step one's evaluations. Step three will be an analysis of the cost proposal.

Mn/DOT will review proposals according to the following criteria:

•	Company background and expertise	10%
•	Experience of personnel assigned to this project including the extent to which the Desired Skills are met or exceeded	25%
•	Proposed work plan, including the apparent ability to complete project on time and on budget	15%
•	References or previous performance reviews	10%

•	Interview	10%
•	Cost	30%

Mn/DOT reserves the right to check references and to review previous performance reviews for work performed for Mn/DOT or other state agencies, and to take such references and reviews into account for consultant selection purposes.

The following contains additional information describing the proposal evaluation process:

Step One

In step one the proposals will first be reviewed to verify whether the proposer meets the “Required Skills” (see section six). Proposals receiving a “fail” on one or more of the required skills will not be reviewed further. Proposals which pass the Required Skills review will then be scored on the non-cost and non-interview factors listed above.

Step Two

The two (or more, at Mn/DOT’s discretion) proposers receiving the highest score in step one may be required to participate in a structured interview. The interview will be approximately one hour in length and consist of structured interview questions prepared by Mn/DOT. Mn/DOT will designate the number and type of Proposer team members to attend the interview. The interview will be 10 points of the total evaluation. Mn/DOT reserves the rights to eliminate Step Two interviews if in the judgment of Mn/DOT selection committee, additional questions are not required. If, after completion of step one, Mn/DOT decides not to require interviews, then the 10 points will not be utilized and the selection will be based on a 90 point scale.

It is anticipated that interviews will be conducted during the week of 04/18/2011 so please plan accordingly. Interview questions will be available to the Proposers 15 minutes prior to the interview. The proposer will be responsible for its own interview costs.

Step Three

Cost proposal will be evaluated and scored in accordance with the percentage listed above. Cost will not be revealed to selection committee members until after the technical scoring (and interviews, if any) has been completed.

12. Response Requirements

- 12.1 Introduction.
- 12.2 Company overview.
- 12.3 Project overview.
- 12.4 Detailed response to “Mn/DOT Project Requirements”.
 - 12.4.1 Description of the responder’s understanding of the need and explanation of their proposed solution.
 - 12.4.2 Explain how the project will meet the requirements.
 - 12.4.3 For each “response,” responder would need to explain if their solution already includes the business/project requirements or would the solution have to be modified.
 - 12.4.4 Include description of software/hardware configuration.
- 12.5 Detailed response to “Project Approach”.
 - Explain how the responder will approach their participation in the project. This includes:
 - 12.5.1 Organization and staffing. Include staff qualifications in a chart AND resumes or other manner that will allow Mn/DOT to easily determine if assigned key staff meets the required skills and the extent to which assigned staff meet or exceed the desired skills. **YOUR**

RESUMES MUST CLEARLY INDICATE THE REQUIRED/DESIRED SKILLS IDENTIFIED IN THE CHART YOU PROVIDE.

Required Skill type	Personnel/ Years of Experience	Project(s) worked on demonstrating these skills	Reference (name, company, phone number)

- 12.5.2 Include an organizational chart that identifies key personnel assigned to the project and which roles they will fill:
- **Information Architect - Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Master for SharePoint Server (MCM)**
 - **Business Analyst**
 - **SharePoint 2010 Developer (to include external facing website development)**
 - **Project Manager**
 - **Communications/Marketing specialist**
- 12.5.3 Work-plan, including a realistic plan to meet the projects target completion date.
- 12.5.4 Contract/change management procedures.
- 12.5.5 Project management (e.g. quality management, risk assessment/management, etc.).
- 12.5.6 Documentation of progress such as status reports.
- 12.6 References: Provide three clients for similar type projects.
- 12.7 Conflict of interest statement as it relates to this service.
- 12.8 Submit a cost proposal in a separate sealed envelope. Rates proposed may not exceed the rates approved under this program. Cost proposal must include the number of anticipated hours, classifications of personnel, personnel hourly rates and a total project cost. If direct expenses are anticipated they must be detailed in the cost proposal. **The cost estimate must correspond to the detailed work plan and schedule that includes time estimates, associated deliverables, and staff assigned to each task.**
- 12.9 Required forms to be returned or additional provisions that must be included in proposal
- 12.9.1 **Location of Service Disclosure Form.**
- 12.9.2 **Conflict of Interest Form**
 Proposer must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The proposer warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a proposer is unable or potentially unable to render impartial assistance or advice to Mn/DOT, or the proposer's objectivity in performing the contract work is or might be otherwise impaired, or the proposer has an unfair competitive advantage. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to Mn/DOT which must include a description of the action which the proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, Mn/DOT may, at its discretion, cancel the contract. In the event the proposer was aware of

an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to Mn/DOT, Mn/DOT may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve Mn/DOT’s rights. Proposers must complete the attached “Conflict of Interest Checklist and Disclosure Form” and submit it along with the response, but not as a part of the response.

12.9.3 Affidavit of non-collusion

Proposers must complete the attached “Affidavit of Noncollusion” and include it with the response. The successful proposer will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the Contract.

12.9.4 Immigration Status Certification Form

For all Contracts estimated to be in excess of \$50,000.00, responders are required to complete the attached “Immigration Status Certification Form” page and include it with the response.

12.9.5 Certification Regarding Lobbying

Federal money may be used to pay for all or part of the work under the Contract, therefore the responder must complete the attached Certification Regarding Lobbying and submit it as part of its proposal.

12.9.6 Affirmative Action Certification

For all Contracts estimated to be in excess of \$100,000.00, responders are required to complete the attached “Affirmative Action Certification” page and include it with the response.

12.9.7 Veteran-Owned/Service-Disabled Veteran-Owned Preference Forms.

Proposers must complete and submit this form if claiming preference as a qualified proposer.

13. Proposal Submission Instructions

Submit 7 copies of the response. Responses are to be submitted in a mailing envelope or package, clearly marked “Proposal” on the outside. Cost proposals are to be submitted in a separate sealed envelope. An authorized member of the firm must sign each copy of the response in ink.

All responses must be sent to:

**Melissa McGinnis, Contract Administrator
Minnesota Department of Transportation
Consultant Services Section
395 John Ireland Boulevard
St. Paul, Minnesota 55155**

All responses must be received not later than 2:00 p.m. Central Daylight Time on 04/08/11, as indicated by the time stamp made by the Contract Administrator. **Please note that Mn/DOT Offices have implemented security measures.** These procedures do not allow non-Mn/DOT employees to have access to the elevators or the stairs. You should plan enough time and follow these instructions for drop-off:

- Enter through the Rice Street side of the Central Office building (1st Floor).
- Once you enter through the doors, you should proceed to the first floor Information Desk.
- **Proposals are accepted at the first floor Information Desk only.** The receptionist will call the Contract Administrator to come down and to time stamp the proposal. Please keep in mind Mn/DOT is very strict on the proposal deadline. Proposals will not be accepted after 2:00pm.

14. General Requirements**14.1 Proposal Contents**

By submission of a proposal, Proposer warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the proposer to suspension or debarment proceedings and other remedies available at law.

14.2 Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected Proposer. If the Proposer submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Proposer must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Proposer agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

Mn/DOT will not consider the prices submitted by the Proposer to be proprietary or trade secret materials.

15. No State Obligation

Issuance of this Statement of Work does not obligate Mn/DOT to award a contract or complete the assignment, and Mn/DOT reserves the right to cancel this solicitation if it is considered to be in its best interest. Mn/DOT reserves the right to reject any and all proposals.

16. Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

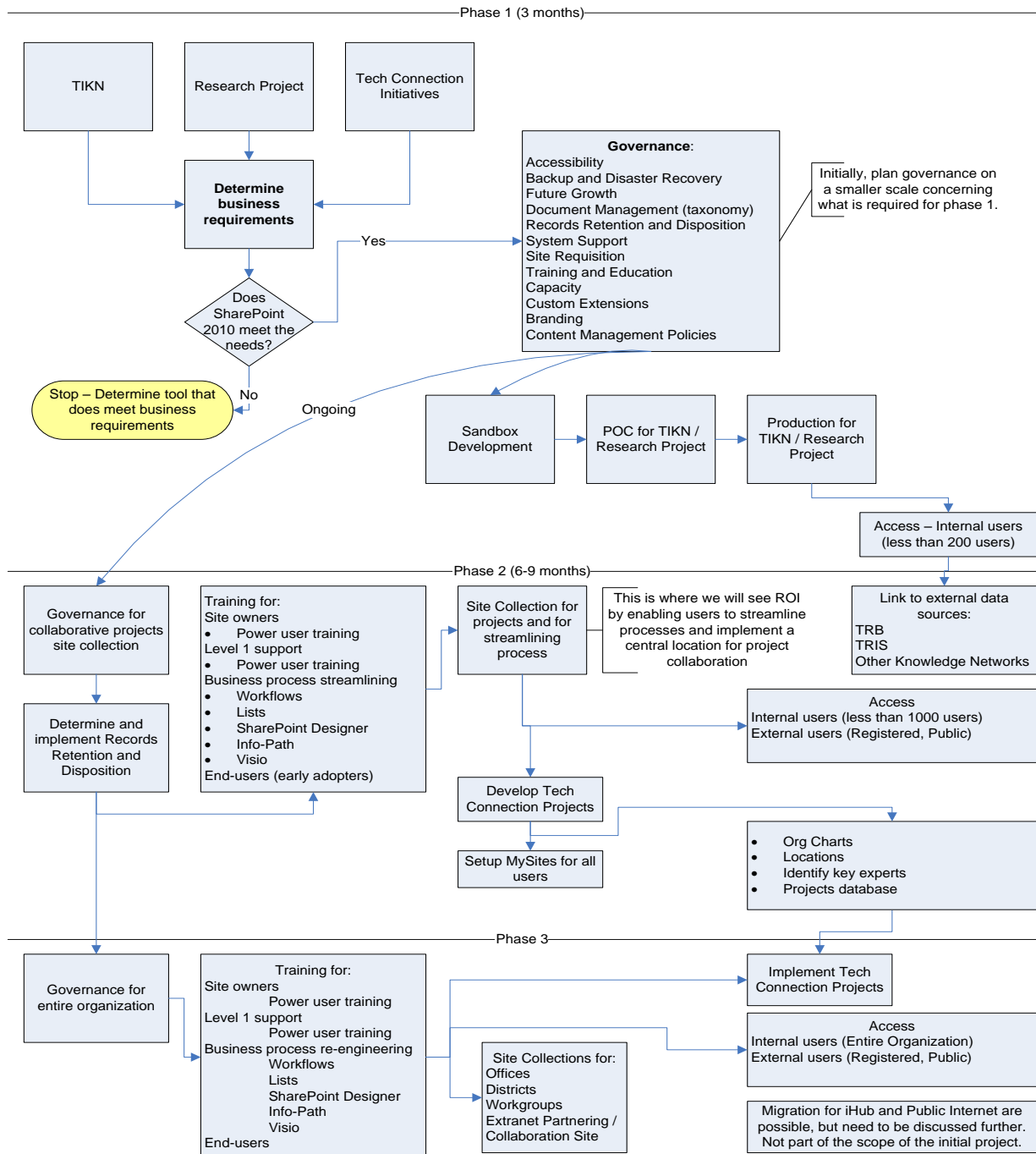
Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

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Attachments:**Excerpts from Tech Connections Flagship Initiative Summary Report, December 2010**

Proposed development roadmap:



Roles and Responsibilities Table

Roles and responsibilities describe how each employee as an individual or as a member of a particular role or group is responsible for ensuring success of the SharePoint solution. Some of these roles may be filled by the same individual, either a consultant or internal staff person.

Organization Roles

Role	Key Responsibilities
Executive Sponsor (Champion)	Serves as the executive level “champion” for the solution. The primary responsibility of the Executive Sponsor is strategic, positioning the solution as a critical mechanism for achieving business value and helping to communicate the value of the solution to the management levels of the organization.
Business Steward	Manages the overall design and functionality integrity of the solution from a business perspective. The Business Steward does not have to be an IT expert but for intranet solutions, their job function typically includes responsibility for internal communications.
Governance Board/Steering Committee	Serves as a governance body with ultimate responsibility for meeting the goals of the solution. This Board is typically comprised of representatives of each of the major businesses represented in the solution, including Communications, HR, and OI&TS.
Project Manager	Manages and executes the overall SharePoint Project to deliver the results required by the organization.
SharePoint Administrator (Technology)	Manages the overall design and functional integrity of the solution from a technology perspective. Works in partnership with the Business Owner.
Technology Support Team	Ensures the technical integrity of the solution. Makes regular backups of the solution and its content. Also, usually sets up and maintains the security model, at least the components in Active Directory Domain Services (AD DS).
SharePoint Developers	Develops new Web Parts and provides support to Site Sponsors/Owners seeking enhancements to their pages or new uses of the solution.
Metadata Steering Committee/Information Architect	While some large organizations may already have an individual or group serving in this role, enterprise content capabilities of SharePoint Server 2010 require an overall metadata management plan and an individual or team responsible for maintaining the “metadata dictionary” over the life of the solution.
SharePoint Key Experts and/or Center of Excellence	Provides coaching and design consulting to new users who have “full control” design privileges to ensure that best practices are followed and that the appropriate SharePoint features are applied in individual sites or site collections. If you will be delegating site “design” capabilities to users who have limited solution design experience (which pretty much means every organization), having experienced site design “Key Experts” available to help users get started can ensure that you end up with a solution that actually gets used.
“Power Users” Community of Practice	Supports the successful deployment of SharePoint Server in the organization by sharing best practices and lessons learned in a Community of Practice team site. Members serve as SharePoint advocates and change agents.

Roles for each Site or Site Collection

Role	Key Responsibilities
Site Sponsor	Serves as the centralized, primary role for ensuring that content for a particular page/site is properly collected, reviewed, published, and maintained over time. The Site Sponsor is an expert in the content on the site or page. The Site Sponsor/Owner may designate a Site Steward or Contact who will provide the primary day-to-day interface between their business and the users of the page or site.
Site Steward	Manages the site day-to-day by executing the functions required to ensure that the content on the site or page is accurate and relevant, including records retention codes. Monitors site security to ensure that the security model for the site matches the goals of the business and Site Sponsor/Owner and support users of the site by serving as the primary identified contact point for the site. Acts as the Content Steward for the sites for which they are responsible.
Site Designer	Creates and maintains the site (or site collection) design. Follows design best practices and guiding principles to ensure that even sites with limited access are optimized for end user value. Defines and executes the security plan for the site.
Users	Uses the solution to access and share information. Users may have different access permissions in different areas of the solution, sometimes acting as a Contributor (content producer) and other times acting as a Visitor (content consumer).

Team Roles and Responsibilities

Role	Key Responsibilities
Power users	
Developer User Group	Consists of technically skilled developers who are both willing and able to customize, personalize, and use SharePoint in a manner that fulfills the business opportunities as identified by the Steering Committee.
Site Owners Group	Consists of "Power Users" who are responsible for management of division landing pages and any sites devoted to divisional sub-teams.
State SharePoint User Group	Membership crosses state and local government agency boundaries.
Functional Teams	
Training Team	Provides training to site owners and coordinates any additional training needs.
Technology Support Team	Ensures the technical integrity of the solution. Makes regular backups of the solution and its content. Also, usually sets up and maintains the security model, at least the components in Active Directory Domain Services (AD DS).

Internet Access Requirements for Transportation Innovation Knowledge Network (TIKN)

This document lists a feature or function and then describes it as a simple use case scenario. This information is designed for the business requirements for an external facing website for the Transportation Innovation Knowledge Network.

Access

1. Internal Mn/DOT access	Internal CAL licensed user logs into site, adds new content, approves content to be published.
2. Vendor/contractor access (Internal AD Accounts)	External user with internal CAL license logs into the site and accesses documents to modify and submit content and/or documents.
3. AD Synchronization with Profile data	Active directory synchronization for profile information in case user information changes. Users can still change personal profile information that they are allowed to change, does not get written back to Active Directory. This would be for internal CAL licensed users. Unsure currently of how this would work with public and non-CAL users.
4. Public access (anonymous read access, ability to comment)	Public user goes to www.tikn.gov (Transportation Innovation Knowledge Network), can read content, subscribe to RSS feeds and email updates. Cannot post comments or interact using web 2.0 services until user registers with website.
5. Public access (registered with profile)	Public user goes to www.tikn.gov , can do all normal public user functions, but can also register a profile and then have the ability to sign in to post comments, submit forms, rate content, join discussion forums, add or edit WIKI content.

Search

6. Define custom content sources at shared site collection level (Search external websites)	User submits search query, search engine displays results for www.tikn.gov , as well as other sites concerning transportation research. I.e. Google custom search.
7. Broad Enterprise search capabilities to Business Data Catalog (BDC) and other data stores (FAST)	Registered users, with security trimming, have access to broader search capabilities based on access level. I.e. consultant providing content vs. normal registered user.
8. Define search scopes at shared site collection level	Search results should be for the current site collection only, unless specified via user permissions. (security trimming) Search results include basic, advanced, Ad hoc, etc.
9. Ability to set crawl schedules and manually trigger them	Site Collection administrator has the ability to set index/search schedules and to manually trigger them as new content is added.

Exchange

10. Create e-mail addresses for libraries and lists to e-mail content directly into a library or list	Anonymous unregistered user submits content to document library or list via email address to www.tikn.gov site.
11. SharePoint group calendar (pull in calendars from all users in group and display on single SharePoint calendar)	Have project and event calendars that users can access to view information. The calendars would be based on an Exchange account and have its own address.

Resource connections to Mn/DOT and other external data

12. Use Oracle database as a data source	User can modify a table/list or other "application" built in SharePoint which has the ability to use full read/write ability to Oracle or other databases.
13. Access internal Research Services ARTS (Automated Research Tracking System)	Authorized users via SharePoint have the ability to use full read/write ability to ARTS (Office of Policy Analysis, Research and Innovation research services) system from SharePoint applications.
14. Ability to filter results based on accounts (user roles & permissions)	Any SharePoint application that displays results for users will be security trimmed based on user permission roles.

Document and Workflow Management

15. SharePoint as a document management system	Users need the ability to check in/out documents, have approval before publishing, versioning system.
16. Manage content types for our site collections at a shared site collection level	SP Administrators would manage content types for site collections and individual sites that can be shared.
17. Manage metadata (terms, keywords, term store) for our site collections at a shared site collection level	SP Administrators and Site owners would manage metadata columns for sites which can be shared.
18. Remote BLOB Storage (RBS) to store some files locally at Mn/DOT with a pointer to them from SP	User would click on a link from external facing site to a document and review. Document is actually stored as a BLOB on internal storage to reduce storage in SP database.
19. Manage document features: revisions, check in/out, permissions, workflows	Site owners can manage document libraries by modifying permissions, adding workflows, enabling of revisions, check in/out and other document management features.
20. Auditing of documents to track changes over time	Users with the appropriate permissions can review an audit trail of a document or group of documents to know when it was modified and by whom.
21. Custom InfoPath web form templates	Using an InfoPath form as a template for creating electronic forms for users to fill out and submit.
22. E- signature for forms and workflows	User receives a task to approve a document and utilizes e-signature to approve the document.

Manage Sites

23. Manage site provisioning, user permissions, allocated space, site applications, and template (look and feel)	Administrator receive request for a new site. Admin creates new site, allocates space for it, changes the theme as requested by the customer and adds custom webparts as requested.
24. Audit users accessing sites, reports and retention	Administrator generates a report for a site listing how many unique visitors come to the site, how many hits per day, the site referrer, entry and exit pages, and retention schedules for documents declared as a record.
25. Audit permissions on sites, lists, libraries, items for reports and retention	Administrator generates a report that shows every list and item. It also shows the permissions and retention schedules for every item.
26. MySites (social profile site)	User logs into SharePoint and goes to their MySite which allows them to

collection, similar to Facebook)	modify their profile and to allow social interaction to occur via discussion threads or posting on each other's "wall".
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Site Features

27. Wikis	Approved user can add/edit a wiki page and submit for approval from moderator.
28. News/Blogs	Approved user can add/edit content to personal blog and/or group news/blog site.
29. Discussion Boards	Approved user can start and/or participate in discussions revolving around research topics, projects, etc.
30. RSS Feeds	User can go to a site which contains an RSS feed and add it to their news reader.
31. Comments	Approved user can comment on content such as news, pages, blogs posts, documents, etc.
32. Tagging (Folksonomy, Taxonomy)	Approved user is required to tag any content they provide. In addition, they may contribute tagging to existing content.
33. Survey	Approved user can fill out a survey and submit the information. Then the user can review the overall status of the survey. Whether it is anonymous or not will determine what details the user can review.

Security

34. Demonstrate SSL with the browser to the server	User logs into server from outside firewall (from home) and accesses the SharePoint intranet and documents. Need to demonstrate that the traffic is encrypted.
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Development

35. Custom .NET development using Visual Studio (Simple changes initially and possibly broader development later)	Developer uses .NET to create a custom workflow to handle data push and pull to a database.
36. Custom workflows via SharePoint Designer, Visio 2010, Visual Studio	Developer uses a Visio 2010 workflow created by the business and imports it via SP Designer. Then the developer adds further functionality to the workflow using Visual Studio.
37. SharePoint Designer access (also ability to restrict user access)	Authorized users can modify sites using SharePoint Designer. Other users who are not allowed cannot access SP via SP Designer.
38. Dashboard Designer access (also ability to restrict user access) for Business Intelligence	Developers can create dashboards from data that allows snapshots of metrics gathered concerning a project or process.
39. Sandbox solution	Developers create custom solutions and publish them to a Sandbox environment for testing purposes. This ensures that it does not affect the production environment.

Vendor Plug-in (possible requirement)

40. NewsGator – Adds threaded discussions on almost every item, better functionality than out of the box.	User can add threaded discussions directly to documents which can easily be viewed and modified from a document library.
41. DeliverPoint – Ability to audit permissions at a granular level	Administrators need the ability to select a user and determine every site, library, list, item that the user has access to. Also the ability to list everything in a site to determine the security permissions for the entire site.

**STATE OF MINNESOTA
LOCATION OF SERVICE DISCLOSURE AND CERTIFICATION**

LOCATION OF SERVICE DISCLOSURE

Check all that apply:

- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed ENTIRELY within the State of Minnesota.
- ☐ The services to be performed under the anticipated contract as specified in our proposal entail work ENTIRELY within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed in part within Minnesota and in part within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal DO involve work outside the United States. Below (or attached) is a description of:
- The identity of the company (identify if subcontractor) performing services outside the United States;
 - The location where services under the contract will be performed; and
 - The percentage of work (in dollars) as compared to the whole that will be conducted in each identified foreign location.

CERTIFICATION

By signing this statement, I certify that the information provided above is accurate and that the location where services have been indicated to be performed will not change during the course of the contract without prior, written approval from the State of Minnesota.

Name of Company: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Telephone Number: _____

STATE OF MINNESOTA
VETERAN-OWNED/SERVICE DISABLED VETERAN-OWNED PREFERENCE FORM

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses include certified small businesses that are majority-owned and operated by either (check the box that applies and attach the certification documents required with your response to this solicitation):

- ☐ (1) recently separated veterans, who are veterans as defined in Minn. Stat. §197.447, who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs; or

Required Documentation:

- certification by the United States Department of Veterans Affairs as a veteran-owned small business
- discharge form (DD-214) dated on or after September 11, 2001 with condition honorable

- ☐ (2) Veterans who are veterans as defined in Minn. Stat. § 197.447, with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs.

Required Documentation:

- certification by the United States Department of Veterans Affairs as a service-disabled veteran-owned small business.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

You must submit this form and the documentation required above with your response in order to be considered for this preference.

CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist. This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted to Mn/DOT, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

Definition of “Proposer”. As used herein, the word “Proposer” includes both the prime contractor and all proposed subcontractors.

Checklist is Not Exclusive. Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form. A proposer must complete the attached disclosure form and submit it with their Proposal (or separately as directed by Mn/DOT for projects not awarded through a competitive solicitation). If a proposer determines a potential conflict of interest exists, it must disclose the potential conflict to Mn/DOT; however, such a disclosure will not necessarily disqualify a proposer from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. Mn/DOT Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. Mn/DOT Contract Management personnel may consult with Mn/DOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of the Commissioner of Administration.

Material Representation. The proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. Mn/DOT reserves the right to cancel or amend the resulting contract if the successful proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts. Mn/DOT recognizes that proposer’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. Mn/DOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not Mn/DOT’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to Mn/DOT. Mn/DOT would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, Mn/DOT must follow statutory guidance on Organizational Conflicts of Interest.

Statutory Guidance. Minnesota Statutes §16C.02, subd. 10 (a) places limits on state agencies ability to contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Proposer” as defined above. Pursuant to such statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering. The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

An organizational conflict of interest may exist in any of the following cases:

- ☐ The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the

value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.

- ❑ The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity's interests are, or may be, adverse to the state's interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a Mn/DOT project if a local government has also retained the proposer for the purpose of persuading Mn/DOT to stop or alter the project plans.
- ❑ The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
- ❑ The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the proposer's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity's property may be affected by the proposer's work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume proposers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.
- ❑ The proposer has a business arrangement with a current Mn/DOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this Contract. This item does not apply to pre-existing employment of current or former Mn/DOT employees, or their immediate family members. **Comment:** this provision is not intended to supersede any Mn/DOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to "inside" information.
- ❑ The proposer has, in previous work for the state, been given access to "data" relevant to this procurement or this project that is classified as "private" or "nonpublic" under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an "unfair advantage" when such information cannot be provided to other potential proposers. Definitions of "government data", "public data", "non-public data" and "private data" can be found in Minnesota Statutes Chapter 13.
- ❑ The proposer has, in previous work for the state, helped create the "ground rules" for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- ❑ The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

☐ Determined that no potential organizational conflict of interest exists.

☐ Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict

Describe measures proposed to mitigate the potential conflict

Signature

Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with Mn/DOT contract personnel.

Name

Phone

STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Statement of Work has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responders' Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____
(day) (Month Year)

Notary Public _____

My commission expires: _____

State of Minnesota — Immigration Status Certification

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

E-Verify program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be in excess of \$50,000.00, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name of Company		Date:	
Authorized Signature		Telephone Number	
Printed Name:		Title:	

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debaring the Contract vendor from state purchasing.

For assistance with the *E-Verify* Program

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

For assistance with this form, contact:

Mail: 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155

E-Mail: MMDHelp.Line@state.mn.us

Telephone: 651-296-2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1-800-627-3529

SAMPLE WORK ORDER LANGUAGE

STATE OF MINNESOTA
IT Professional Services Master Contract Work Order

This work order is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and [fill in name of contractor, be sure to indicate if corporation, partnership, limited liability company, sole proprietor, etc] ("Contractor"). This Work Order is issued under the authority of Master Contract T-Number 502TS, CFMS Number [fill in CFMS number from the contractor's master contract], and is subject to all provisions of the Master Contract which is incorporated by reference.

Recitals

1. Under Minn. Stat. § 15.061 [Insert additional statutory authorization if necessary] the State is authorized to engage such assistance as deemed necessary.
2. The State is in need of [Add brief narrative of the purpose of the contract].
3. The Contractor represents that it is duly qualified and agrees to perform all services described in this work order to the satisfaction of the State.

Work Order

1 Term of Work Order; Incorporation of Exhibits; Survival of Terms

- 1.1 **Effective date.** This Work Order will take effect on the date the State obtains all required signatures as required by Minn. Stat. § 16C.05, subd. 2.
The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration date.** This Work Order will expire on [fill in date], or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Exhibits.** Exhibits [fill in, e.g. A – D] are attached and incorporated into this Work Order.
- 1.4 **Survival of terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Work Order.

2 Contractor's Duties

The Contractor, who is not a state employee, will:

[Provide a detailed scope of services. The services must define specific duties, deliverables, and deliverable completion dates. Do not simply attach the same scope that was used in the "Statement of Work" (RFP) as a greater level of detail is needed in this work order. If using a separate attachment, use "Perform the duties specified in Exhibit A, "Scope of Services".]

3 Consideration and Payment

3.1 Consideration

The State will pay for all services performed by the Contractor under this work order as follows:

3.1.1 *Compensation.* The Contractor will be paid as follows:

[Provide a detailed explanation of how the Contractor will be paid, for example a fixed hourly rate, or a lump sum per deliverable, some examples may be:
an Hourly Rate of \$_____ up to maximum of _____ hours, but not to exceed \$_____.

a Lump Sum of \$_____.]

[Rate: rates paid may not exceed the Contractor's rates specified in their Master Contract.]

3.1.2 *Travel Expenses.* Reimbursement for travel and subsistence expenses actually and necessarily incurred by Contractor, as a result of this Work Order, will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current Minnesota

Department of Transportation Travel Regulations. Contractor will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state. See Exhibit ____ for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

- 3.1.3 *Total Obligation.* The total obligation of the State for all compensation and reimbursements to the Contractor under this Work Order will not exceed \$ [fill in].

3.2 Payment

- 3.2.1 *Invoices.* State will promptly pay Contractor after Contractor presents an itemized invoice for the services actually performed and State's Authorized Representative accepts the invoiced services. Invoices must be submitted in the format prescribed in Exhibit ____ and according to the following schedule:

[INDICATE WHEN YOU WANT THE CONTRACTOR TO SUBMIT INVOICES, FOR EXAMPLE: "MONTHLY" OR "UPON COMPLETION OF SERVICES," OR IF THERE ARE SPECIFIC DELIVERABLES, LIST HOW MUCH WILL BE PAID FOR EACH DELIVERABLE. THE STATE DOES NOT PAY MERELY FOR THE PASSAGE OF TIME.]

- 3.2.1.1 Each invoice must contain the following information: Mn/DOT Contract Number, Mn/DOT Contract invoice number (sequentially numbered), billing address if different from business address, and Contractor's original signature attesting that the invoiced service and costs are new and that no previous charge for those services or goods has been included in any prior invoice.
- 3.2.1.2 Direct nonsalary costs allocable to the work under this Work Order must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of Contractor. Supporting documentation must be provided in a manner that corresponds to each direct cost.
- 3.2.1.3 The original of each invoice must be sent to State's Authorized Representative for review and payment. A copy of the invoice will be sent to State's Project Manager for review.
- 3.2.1.4 Contractor must provide, upon request of State's Authorized Representative, the following supporting documentation:
- 3.2.1.5 Direct salary costs of employees' time directly chargeable for the services performed under this Work Order. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked, and total payment for each invoice period; and
- 3.2.1.6 Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the project number, each employee's name, hourly rate, regular and overtime hours, and the dollar amount charged to the project for each pay period.
- 3.2.1.7 If Contractor is authorized by State to use or uses any subcontractors, Contractor must include all the above supporting documentation in any subcontractor's contract, and Contractor must make timely payments to its subcontractors. Contractor must require subcontractors' invoices to follow the same form and contain the same information as set forth above.
- 3.2.2 *Retainage.* Under Minnesota Statutes § 16C.08, subdivision 5(b), no more than 90% of the amount due under this Contract may be paid until State's agency head has reviewed the final product of this Contract. The balance due will be paid when State's agency head determines that Contractor has satisfactorily fulfilled all the terms of this Contract.
- 3.2.3 *Federal Funds.* If federal funds are used, Contractor is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Contractor's failure to comply with these federal requirements.

- 3.2.4 *Progress Reports.* Contractor will submit progress reports in a format and timeline designated by the State's Project Manager.

4 Liability

[Note: the following clause is the "standard" liability clause, an alternative liability clause may have been agreed to as part of the Statement of Work, in which case the liability clause offered by a vendor should have been part of the selection criteria. The contract must include a liability clause, either the standard clause or an approved alternate. Contact Contract Management if you have questions about whether to use the standard clause or an alternative]

The Contractor must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Work Order by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this Work Order.

5 Foreign Outsourcing

The Contractor agrees that the disclosures and certifications made in its Location of Service Disclosure and Certification Form submitted with its proposal are true, accurate and incorporated into this work order contract by reference.

6 Authorized Representatives

- 6.1 State's Authorized Representative.** State's Authorized Representative will be:

NAME, TITLE
ADDRESS
TELEPHONE NUMBER
FAX NUMBER
E-MAIL ADDRESS

State's Authorized Representative or his /her successor, will monitor Contractor's performance and has the authority to accept or reject the services provided under this Work Order.

- 6.2 State's Project Manager.** State's Project Manager will be:

NAME, TITLE
ADDRESS
TELEPHONE NUMBER
FAX NUMBER
E-MAIL ADDRESS

State's Project Manager, or his/her successor, has the responsibility to monitor Contractor's performance and progress.

State's Project Manager will sign progress reports, review billing statements, make recommendations to State's Authorized Representative for acceptance of Contractor's good or services and make recommendations to State's Authorized Representative for certification for payment of each Invoice submitted for payment.

- 6.3 Contractor's Authorized Representative.** Contractor's Authorized Representative will be:

NAME, TITLE
ADDRESS
TELEPHONE NUMBER
FAX NUMBER
E-MAIL ADDRESS

If Contractor's Authorized Representative changes at any time during this contract, Contractor must immediately notify State.

- 6.4 Contractor's Key Personnel.** Contractor's Key Personnel will be:
(names, titles)

Key Personnel assigned to this project cannot be changed without the written approval of the State's Project Manager. Contractor will submit a change request in writing to the State's Project Manager along with a resume for each potential candidate. Potential new or additional personnel may be required to participate in an interview. Upon approval of new or additional personnel, the State's Authorized Representative may issue a change order to add or delete key personnel.

7 Time

The Contractor must comply with all the time requirements described in this Work Order. In the performance of this Work Order, time is of the essence.

8 Employee Status

Pursuant to the Governor's Executive Order 08-01, if this contract, including any extension options, is or could be in excess of \$50,000, Contractor certifies that it and its subcontractors:

8.2 Comply with the Immigration Reform and Control Act of 1986 (U.S.C. 1101 et. seq.) in relation to all employees performing work in the United States and do not knowingly employ persons in violation of United States immigrations laws; and

8.3 By the date of the performance of services under this contract, Contractor and all its subcontractors have implemented or are in the process of implementing the E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

Contractor must obtain certifications of compliance with this section from all subcontractors who will participate in the performance of this contract. Subcontractor certifications must be maintained by Contractor and made available to the state upon request. If Contractor or its subcontractors are not in compliance with 1 or 2 above or have not begun or implemented the E-Verify program for all newly hired employees performing work under the contract, the state reserves the right to determine what action it may take including but not limited to, canceling the contract and suspending or debarring the contractor from state purchasing.

9 Additional Provisions

[Use this space to add information not covered elsewhere in this Work Order. If not needed, delete this section or state "None". The following should be used in any Work Order that includes web design:

The Contractor will comply with the "Minnesota Office of Enterprise Technology: Web Design Guidelines" available at the URL: <http://www.state.mn.us/portal/mn/jsp/content.do?programid=536911233&id=-536891917&agency=OETweb>.

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